

January 13, 2003

WISCONSIN FIELD OFFICE TECHNICAL GUIDE
NOTICE **FOTG WI-1**

As of January 13, 2003, all conservation planning and engineering design activities in Wisconsin shall be conducted according to the contents of the Wisconsin Electronic Field Office Technical Guide (e-FOTG). The Wisconsin e-FOTG can be found as a hotlink labeled "e-FOTG WI" on the Wisconsin NRCS homepage (www.wi.nrcs.usda.gov) or by using the "Information for NRCS Employees" link on the NRCS national website (www.nrcs.usda.gov). The e-FOTG replaces many hard copy lists and publications with hotlinks to websites. The conversion to an on-line FOTG will ensure that users have access to the most current and accurate information available. The e-FOTG will also reduce the amount of time NRCS field office staff spend on maintenance of technical references.

To effectively utilize the e-FOTG, NRCS staff will need to dispose of existing hard copies of FOTG materials according to the instructions provided in this bulletin. As of January 13, 2003, NRCS employees and partners shall reference the e-FOTG when providing technical assistance to participants in USDA programs that NRCS has been assigned technical responsibility. Changes to the content of the Wisconsin e-FOTG will continue to be announced by FOTG notices.

By March 31, 2003, all NRCS Field Offices, Area Offices, and the State Office shall review the contents of their existing hardcopy Wisconsin Field Office Technical Guide and dispose of the contents according to the following guidance. NRCS staff shall not dispose of any materials not specifically mentioned in this bulletin until they contact an Area Resource Conservationist (ARC) or the State Resource Conservationist for guidance. NRCS staff shall relabel the existing FOTG binders by section as Wisconsin e-FOTG Supplements. District Conservationists are encouraged to establish an appointment with their ARC to complete an in-office review of the hardcopy FOTG.

Filing Instructions

All previous FOTG notices are cancelled and should be removed.

Section I

- State Laws, Ordinances and Regulations - **Retain all copies of county specific drainage district records (where applicable) including maps, articles of incorporation, and legal descriptions.** Dispose of all other state statutes listed on the table of contents.
- Local Laws, Ordinances and Regulations - **Retain copies in Section I e- FOTG Supplement.**

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- General Resource References - Dispose of FOTG Introduction, Preface, and Purpose.
- Reference List - Dispose of Reference List.
- Cost Data - **Retain all locally developed Cost Data in Section I e-FOTG Supplement.** Dispose of all the state issued Cost Data, Conservation Practice Costs/Flat Rate Schedules, Crop Budgets, and Average Prices Received and Paid by Wisconsin Farmers.
- Maps - Dispose of all the state issued maps listed on the index.
- Erosion Prediction - **Retain Revised Universal Soil Loss Equation (RUSLE), Universal Soil Loss Equation (USLE), and Wind Erosion prediction instructions, tables and references in Section I e-FOTG Supplement.**
- Climatic Data - **Retain all locally developed climatic data in Section I e-FOTG Supplement.** Dispose of all the state issued materials listed on the Table of Contents.
- Cultural Resources - **Retain all locally developed cultural resources reference materials in Section I e-FOTG Supplement.** Dispose of Cultural Resources Compliance Information dated April 12, 2000 (see page 1).
- Threatened and Endangered Species - **Retain all locally developed references in Section I e-FOTG Supplement.** Dispose of all the state issued materials listed on the Table of Contents.

Section II

- **Retain all of the current Section II FOTG as a supplement to the e-FOTG.** The e-FOTG contains the Cropland Interpretations, Hydric Soils List, Highly Erodible Land List, and Water Quantity and Quality Interpretations. A searchable database will soon be available that will allow electronic access to all of the soil interpretation information.

Section III

- Conservation Management Systems - Dispose of pages 1-12 Conservation Management Systems.
- Resource Management System Quality Criteria and Human Considerations - Dispose of the Introduction, Resource Management Systems Guidelines for Human Considerations, and the Quality Criteria Statements for Soil, Water, Air, Plants, and Animals.
- Acceptable Management Systems - Dispose of the state issued information regarding Acceptable Management Systems. **Retain all locally developed Acceptable Management Systems in Section III e-FOTG Supplement.**
- Legislated Programs - Dispose of the state issued narrative.
- Basic Conservation Systems - **Retain all locally developed Basic Conservation Systems identified by soil mapping unit in Section III e-FOTG Supplement.** Dispose of the state issued narrative.
- Alternative Conservation System - **Retain any locally developed Alternative Conservation Systems identified by soil mapping unit in Section III e-FOTG Supplement.** Dispose of the state issued narrative.
- Guidance for Conservation Management System Formulation Process - Dispose of the state issued narrative.

- CMS Planning Flow - Dispose of the state issued narrative.
- RMS Formulation - **Retain all locally developed CMS Guidesheets in Section III e-FOTG Supplement** for conversion to updated CMS Guidesheets (rev. 2002). Dispose of the state issued narrative and Conservation Management System (CMS) Guidesheets.

Section IV

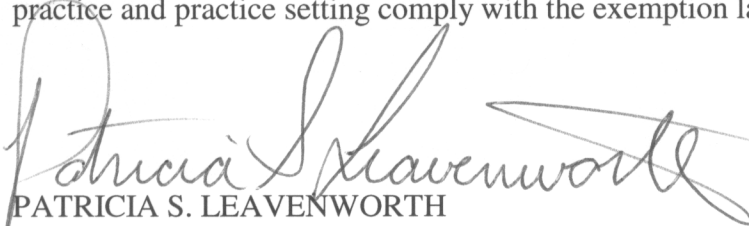
- Conservation Practice Standards - Dispose of all hard copies of FOTG Section IV Conservation Practice Technical Standards and Construction Specifications. The Wisconsin NRCS State Office maintains an archive of all cancelled conservation practice technical standards for future reference.

Section V

- Conservation Planning Physical Effects - Dispose of all hard copies of Conservation Effects pages 1-5 and the Conservation Physical Effects General Effects Data matrices for Soil, Water, Air, Plants, and Animals. Conservation Practice Physical Effects (CPPE) are now organized by the conservation practice technical standard name in Section V of the e-FOTG.
- Effects for Decision Making Conservation Treatment Information Sheets - **Retain all locally developed Conservation Treatment Information sheets in Section V e-FOTG Supplement.** Dispose of all the state issued Conservation Treatment Information.
- Producer Experiences - **Retain all locally developed Producer Experiences in Section V e-FOTG Supplement.** Dispose of all the state issued narrative.
- Procedural References - Dispose of all the state issued Procedural References.

NEPA Exemption: The e-FOTG CPPE practice sheets identify conservation practices that are "exempt" from National Environmental Policy Act (NEPA) requirements in the Notes section of the CPPE sheet. Conservation practices that meet the NEPA exemption description on the CPPE sheet will not require NEPA documentation beyond a statement in the Conservation Assistance Notes certifying the practice and practice setting comply with the exemption language.

Cultural Resources Exemption: The e-FOTG CPPE practice sheets also identify conservation practices that are "exempt" from Cultural Resources Investigation requirements under the "Cultural Considerations" Resource Concern section, Other. Conservation practices that meet the Cultural Resources exemption description on the CPPE sheet will not require Cultural Resources documentation beyond a statement in the Conservation Assistance Notes certifying the practice and practice setting comply with the exemption language.


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 State Conservationist